



City of Portland, Oregon

GRANT OPPORTUNITY REQUEST FOR PROPOSALS For Diversity and Civic Leadership Program Expansion

Envelope(s) shall be sealed and marked with RFP Project Title.

Submit one (1) digital original and nine (9) complete copies of the Proposal to:

City of Portland
Office of Neighborhood Involvement
Attn: Jeri Jimenez
1221 SW 4th Ave., Room 110
Portland, OR 97204
Email: Jeri.jimenez@portlandoregon.gov

Refer questions to:

Jeri Jimenez, Diversity and Civic Leadership Program Coordinator
Phone: (503) 823-5827
Fax: (503) 823-3050
Email: Jeri.jimenez@portlandoregon.gov

PROJECT FUNDING: The anticipated cost for the services in the first six months between January 1, 2016 and June 30, 2016 described herein is \$65,000.

Beginning in FY 2016-17, starting July 1, 2016, the successful Proposer's grant will be set at a level consistent with other DCL grantees, contingent on Council approval for ongoing funding, and according to a funding equity strategy ONI's Bureau Advisory Committee is currently developing for ONI's Community and Neighborhood Involvement (CNIC) civic engagement programs.

PROPOSALS DUE: **Wednesday, November 18, 2015 by 5:00 PM**

TWO PRE-SUBMITTAL MEETINGS have been scheduled for:

- Monday, October 19, 6:00 PM to 8:00 PM, Immigrant Refugee Community Organization (IRCO), 10301 NE Glisan St., Auditorium. Trimet buses #15, #25 and near Gateway Transit Center.
- Tuesday, October 20, 6:00 PM to 8:00 PM, Center for Intercultural Organizing (CIO), 700 N. Killingsworth. Trimet buses #4, #72.

GENERAL INSTRUCTIONS AND CONDITIONS

INVESTIGATION – The Proposer shall make all investigations necessary to be informed regarding the service(s) to be performed under this request for proposal.

SPECIAL CONDITIONS – Where special conditions are written in the Request for Proposal (“RFP”), these special conditions shall take precedence over any conditions listed under the “General Instructions and Conditions”.

CLARIFICATION OF REQUEST FOR PROPOSAL – Proposers who request a clarification of the RFP requirements must submit questions in writing to the person(s) shown in the REFER QUESTIONS TO section on the cover of this RFP, or present them verbally at a scheduled pre-submittal meeting, if one has been scheduled. The City must receive written questions no later than the date stated herein. The City will issue a response in the form of an addendum to the RFP if a substantive clarification is in order.

Oral instructions or information concerning the Request for Proposal given out by City bureaus, employees, or agents to prospective Proposers shall not bind the City.

ADDENDUM – Any change to this RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. The City is not responsible for any explanation, clarification, or approval made or given in any manner except by addendum.

COST OF PROPOSAL – This Request for Proposal does not commit the City to pay any costs incurred by any Proposer in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Request for Proposal.

CANCELLATION – The City reserves the right to modify, revise, or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a contract.

LATE PROPOSALS – Proposals received after the scheduled closing time for filing will be rejected as non-responsive and returned to the Proposer unopened.

REJECTION OF PROPOSALS – The City reserves the right to reject any or all responses to the Request for Proposal if found in the City’s best interest to do so. In the City’s discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City’s attention and regardless how the Proposer’s proposal may have been scored. Proposals may also be rejected if they use subgrantees or subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

CITY OF PORTLAND BUSINESS LICENSE – Successful Proposer shall

obtain a current City of Portland Business License prior to initiation of contract and commencement of the work.

WORKERS’ COMPENSATION INSURANCE – Successful Grantee shall be covered by Workers’ Compensation Insurance or shall provide evidence that State law does not require such coverage.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER – Successful Proposers must be certified as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with Procurement Services, City of Portland, prior to contract execution.

EQUAL BENEFITS PROGRAM – Successful Proposers must provide benefits to their employees with domestic partners equivalent to those provided to employees with spouses as prescribed by Chapter 3.100 of the Code of the City of Portland.

CONFLICT OF INTEREST – A Proposer filing a proposal thereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this Request for Proposal has participated in the contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer of the same request for proposals, and that the Proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

PUBLIC RECORDS – Any information provided to the City pursuant to this RFP shall be public record and subject to public disclosure pursuant to Oregon public records laws (ORS 192.410 to 192.505). Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2) and ORS 192.502(4) and/or ORS 646.461 et seq. The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the proposer in order for the proposer to take all appropriate legal action. The proposer further agrees to hold harmless, defend, and indemnify the City for all costs, expenses, and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer’s records.

PART I

GRANT AGREEMENT REQUIREMENTS

SECTION A

GENERAL INFORMATION

1. INTRODUCTION

The Office of Neighborhood Involvement's (ONI) mission is to promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe and livable neighborhoods and communities.

ONI is requesting proposals to add a sixth grantee organization as part of the Diversity and Civic Leadership Program (DCL) to design, develop and implement a capacity building program for community-based organizations to provide community engagement services for communities of color, immigrants and refugees committed to the program's goals to:

- Broaden diverse participation in the governance of the City,
- Expand organizational capacity to strengthen community organizing, organizational and leadership development, and communications structures to be effective advocates for their communities, and,
- Improve the livability and sense of pride in one's communities with a focus on communities of color, immigrants and refugees.

DCL program partner organization grantees provide community engagement services primarily benefiting African-American, Latino, Native American, and immigrant and refugee communities including, but not limited to, African, Slavic, Asian and Pacific Islander, and pan-immigrant/refugee communities. Preference will be given to proposals for such civic engagement services to communities not already or inadequately being served by existing grantee organizations.

2. BACKGROUND

The City of Portland recognizes policy, planning, budgeting and community building efforts are best served when developed with public input representing a diverse cross-section of Portland's increasingly diverse population. Community leaders have advocated that the City needs to more aggressively engage communities of color, immigrants and refugees through community-based organizations that provide community organizing, leadership development, and communication strategies that are culturally relevant to their constituencies.

This DCL program is one of several community engagement programs within ONI's Community and Neighborhood Involvement Center (CNIC) guided by the City Council adopted *Five Year Plan to Increase Community Involvement* organized around three interdependent community involvement goals:

- Increase the number and diversity of people involved in their communities,
- Strengthen community capacity, and,
- Increase community impact on public decisions.

To learn more about ONI's civic engagement programs, please go to www.portlandoregon.gov/oni/28381.

- In addition to the DCL program, CNIC's programs and partner/grantee organizations also serve youth, seniors, people with disabilities, new Portlanders, Neighborhood Associations, and internal City agency public involvement programs to:
- Encourage involvement in neighborhood and community-based organizations,
- Identify strategies for increasing the power and voice of our partner organizations,
- Overcome common barriers to participation and expand accessibility in our

- City,
- Support effective communication to keep the community informed about issues and opportunities for involvement,
- Foster social ties and a sense of community identity, such as with block parties, graffiti removal and clean-up projects, and street tree plantings,
- Build the community's capacity to take action to move forward its priorities,
- Expand leadership skills to become more effective advocates for one's community priorities,
- Foster networking and collaboration between our partner organizations and other neighborhood, community and business organizations,
- Make public policy decision-making more responsive and accountable to community input.

The DCL Program was first funded in ONI's Fiscal Year (FY) 2006-07 budget emerging from proposals advocated for by the community initiated Diversity and Civic Leadership Committee (DCLC), a diverse group of community and neighborhood leaders. Now in its tenth year the program has grown to fund five community-based grantees including:

- Center for Intercultural Organizing (CIO)
- Immigrant Refugee Community Organization (IRCO)
- Latino Network
- Native American Youth and Family Center (NAYA)
- Urban League of Portland

The accomplishments and lessons learned from this groundbreaking program have been documented in the following report, *Engaging for Equity: A Report on Portland's Diversity and Civic Leadership Program, 2007-2013*, which can be found at: www.portlandoregon.gov/oni/DCLreport.

3. SCOPE OF WORK

The City of Portland's Office of Neighborhood Involvement (ONI) is seeking proposals for community engagement services from community-based non-profits, hereafter called "Proposer", with demonstrated experience in community organizing, organizational development, leadership development, and communications with intentional focus on improving the livability and sense of community within communities of color, immigrant and refugee communities.

Successful applicants will have a proven track record with effective engagement with communities they are claiming to serve. Preference will be given to organizations led by and for communities prioritized in this grant as well as proposals providing such community engagement services to communities not already or inadequately served by existing Diversity and Civic Leadership (DCL) grantees. This funding is for new organizations currently not funded within the DCL Program. Currently funded DCL organizations will not be considered for this RFP.

In this expansion from five to six partner grantees as part of the DCL ONI proposes to fund one successful Proposer for six months in FY 2015-16 (January thru June 2016) to design, develop, and begin implementation of organizational strategies that best meet the program goals stated below. Upon successful completion of this initial program development, and contingent on continued funding, the Proposer will fully implement their proposal beginning in FY 2016-17, starting July 1, 2016 through June 30, 2017, on a schedule consistent with other DCL grantees.

Goals of this grant:

The goal of this grant is to enhance community involvement with a focus on communities of color, immigrants and refugees, in efforts to improve community livability and public safety, organizational capacity and self-empowerment at the community level and to implement the goals and recommendations of *The Five-Year*

Plan to Strengthen Community Involvement in Portland through the following:

1. Increase the number and diversity of people involved in their communities through:
 - a. Increasing the power and voice of under-engaged people;
 - b. Overcoming common barriers to participation;
 - c. Providing effective communication to keep the community informed about issues and opportunities for involvement; and,
2. Strengthen community capacity through:
 - a. Fostering social ties and a sense of community identity;
 - b. Supporting the community's capacity to take action to move forward its priorities;
 - c. Fostering networking and collaboration between Diversity and Civic Leadership Program grantee organizations, neighborhood and other community-based organizations; and,
3. Increasing community impact on public decisions through:
 - a. Making public decision-making more responsive and accountable to community input.

4. PROJECT FUNDING

The anticipated cost for the services in the first six months between January 1, 2016 and June 30, 2016 described herein is \$65,000.

Beginning in FY 2016-17, starting July 1, 2016, the successful Proposer's grant will be set at a level consistent with other DCL grantees, contingent on Council approval for ongoing funding, and according to a funding equity strategy ONI's Bureau Advisory Committee is currently developing for ONI's Community and Neighborhood Involvement (CNIC) civic engagement programs.

5. TIMELINE FOR SELECTION

The following dates are proposed as a timeline for this project:

Pre-submittal meeting 6:00 PM to 8:00 PM, IRCO, 10301 NE Glisan St., Auditorium	Monday, October 19
Pre-submittal meeting 6:00 PM to 8:00 PM, CIO, 700 N. Killingsworth	Tuesday, October 20
Written proposals due at 5:00 p.m.	Wed., November 18
Award selection announcement	Friday, December 18
Notice to proceed – work begins	After January 1, 2016

The City reserves the right to make adjustments to the above noted schedule as necessary.

SECTION B

WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

The successful Proposer shall perform the tasks listed below for this project during the first six months of this grant – January 1, 2016 through June 30, 2016, and shall be expected to work closely with designated City personnel to accomplish these project components:

- 1) Hire appropriate FTE to implement work requirements.
- 2) Begin to implement the tasks as outlined in your submitted workplan within the first six months – January 1, 2016 through June 30, 2016.
- 3) Engage organizational leadership and membership to develop an action/work plan for July 1, 2016 through June 30, 2017 for fully implementing tasks listed below:

a) INCREASE THE NUMBER AND DIVERSITY OF PEOPLE INVOLVED IN THEIR COMMUNITIES

- i) Increasing the power and voice of under-engaged people. PROPOSER will create leadership training opportunities for people of color, immigrants and refugees using culturally appropriate models.
- ii) Engage the full diversity of our communities by addressing common barriers to participation. PROPOSER will identify best practices and implement appropriate strategies to:
 - (1) Develop opportunities for making organizational participation more worthwhile, rewarding and effective;
 - (2) Develop strategies for making organizational meetings and events welcoming and accessible to all; and/or,
 - (3) Develop strategies for overcoming logistical barriers to participation.
- iii) Promote effective communication to keep the community informed about issues, opportunities for involvement, and ways to plug in. PROPOSER will:
 - (1) Facilitate communication and information sharing through print newsletters, flyers, list-serves, e-newsletters, and web communications;
 - (2) Promote dialogue and communication through new technologies; and/or,
 - (3) Promote culturally appropriate direct outreach and communication strategies.

b) STRENGTHEN COMMUNITY CAPACITY

- i) Foster social ties and a sense of community identity. PROPOSER will identify best practices and provide training and support to implement appropriate strategies, such as:
 - (1) Community building via block parties, community and multi-cultural fairs and festivals, and/or face-to-face relationship building to foster mutual understanding, and/or.
 - (2) Publicizing community identities and assets.
- ii) Support the community's capacity to take action to move forward its priorities. PROPOSER will:
 - (1) Provide targeted staff support to communities experiencing a high degree of development pressure or other major changes.
- iii) Foster networking and collaboration between Diversity and Civic Leadership Organizing project organizations, neighborhood and other community-based organizations and interest groups. PROPOSER will:
 - (1) Promote opportunities for communities and neighborhoods to come together through citywide assemblies that bring together a wide range of people and organizations to network, share information and best practices, discuss issues, identify common concerns and desires, and deliberate over citywide policy and planning priorities;
 - (2) Promote collaboration between organizations by fostering partnerships as well as issue- and project-based collaborations among different

- groups; and/or,
- (3) Bring together different communities and interests to build shared understanding foster local and citywide dialogue on controversial and divisive issues; facilitate “study circles” and listening sessions to build shared understanding as well as provide mediation and conflict resolution as needed.

c) INCREASING COMMUNITY IMPACT ON PUBLIC DECISIONS

- i) In order to make public decision-making more responsive and accountable to community input. PROPOSER will:
- (1) Work strategically and collaboratively with ONI in the development of ONI policy, budget, and program management and collaborate with ONI programs, including, but not limited to specific actions listed with each program below.
- (a) Participate on ONI BAC. Have a minimum of one representative participate on the ONI Bureau/Budget Advisory Committee and future discussions on inclusion of DCL program partner organizations in the ONI Standards, which can be found at: <http://www.portlandoregon.gov/oni/40257>
- (b) Participate in monthly coordination meetings between DCL program coordinator and lead staff organizers from other DCL grantees.
- (c) Participate on other ONI committees is encouraged in order to recruit a representative on other ONI related policy and advisory committees.
- (d) Collaborate with ONI programs by helping to publicize program meetings, events, and workshops, making community members aware of available program services, and engaging in limited collaboration with ONI programs, including, Neighborhood Program and neighborhood District Coalitions, Diversity and Civic Leadership Program, Crime Prevention Program, Disability Program, New Portlanders Program, Youth Program, Public Involvement Best Practices Program, Liquor Licensing Program, Graffiti Abatement Program, Noise Control Program, Marijuana Policy Program, Elders in Action, and Resolutions NW.
- (2) Develop a strategy for engaging with City bureaus and elected officials on public involvement, budget, policy and planning efforts most appropriate to your constituency including, but not limited to:
- (a) Collaborations and partnerships with City bureaus and elected officials on topics of interest to your constituents,
- (b) Organizing constituents to meet with City elected officials and agencies on topics of interest to your constituents,
- (c) Recruitment efforts to get more community members to apply and serve on City advisory committees, boards and commissions, and various public involvement opportunities,
- (d) Listing City public involvement opportunities in your organizational communications including but not limited to public comment opportunities, meetings, events, workshops, and making community members aware of available program services.

2. WORK PERFORMED BY THE CITY / OTHERS

The City has assigned a project manager to oversee the successful Proposer’s work and provide support as needed. Specific duties the City will perform include:

- 1) Administer and monitor this grant agreement for compliance with the City's administrative policies and procedures, including site visits and regular phone conversations, to assure that the goals and scope of work for this grant agreement are being met. ONI shall confer with the grantee(s) regarding any problem areas relating to the performance of this agreement by either party,
- 2) Meet with the successful Proposer and provide such information as required to help plan, implement and evaluate the project,
- 3) Organize monthly coordination meetings between DCL program coordinator and lead staff organizers from other DCL grantees,
- 4) Provide limited assistance with efforts to promote the program and outreach to other community and neighborhood-based organizations. ONI has an extensive list of organizations for such outreach purposes,
- 5) Provide limited technical assistance on organizational, leadership or communication development and or printed materials ONI has available for use by successful Proposer.
- 6) Provide limited assistance identifying recruitment and involvement opportunities with City advisory committees, boards and commissions, other community and/or neighborhood-based organization initiatives and a wide array of City public involvement opportunities.
- 7) Organize networking opportunities between participants and sponsor organizations with City bureau staff, elected officials, other community and/or neighborhood-based organizations to encourage building organizational relationships and for identifying opportunities to bond around on common issues.

3. DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, training, meeting presentations, final drawings, and reports.

Deliverables and schedule for this project shall include:

Date	Actions
April 31, 2016	Action/work plan including: <ul style="list-style-type: none"> ☐ Updated workplan/implementation strategy for "work requirement" components listed in section B above including what would a full year program look like for 2nd year – July 2016 through June 2017 including: <ul style="list-style-type: none"> • Action steps/strategies for implementing "work requirements", • Timeline for implementing strategies, • Responsibilities of staff to be assigned to this project, • Expected project outcomes.
April 31, 2016	1 st Quarterly report (Jan.- March) including: <ul style="list-style-type: none"> ☐ Performance measurements and short narratives on project highlights. (Template provided by ONI.)
June 30, 2016	Examples of initial work plan products to date including, but not limited to: <ul style="list-style-type: none"> • Outline of leadership training strategy including example curriculums. • Samples of communication and information sharing. • Promotional fliers and photos of activities related to this

	<p>project (trainings, membership and/or community building events and meetings, networking and/or collaborative projects with other groups).</p> <ul style="list-style-type: none"> • Documentation listing staff and/or membership participation in City public decision-making processes, committees, meetings with City staff and/or elected officials.
July 29, 2016	<p>2nd Quarterly report (April-June) including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance measurements and short narratives on project highlights.
July 29, 2016	<p>If changes were made during spring/summer, provide an adjusted action/work plan for next year (contingent upon approval of funding for FY 2015-16.)</p>

All deliverables and resulting work products from this contract will become the property of the City of Portland. As such, the Grantee and any subgrantees grant the City the right to copy and distribute (in any and all media and formats) project deliverables for regulatory, project certification/recognition, program development, public education, and/or for any purposes at the sole discretion of the City of Portland.

4. PLACE OF PERFORMANCE

Contract performance will take place primarily at the successful Proposer's facility. On occasion and as appropriate, work will be performed at City facilities, a third-party location, or any combination thereof.

5. PERIOD OF PERFORMANCE

The City anticipates having the successful Proposer begin work immediately upon contract execution with submittal of final deliverables to the City occurring by July 29, 2016.

6. ACH PAYMENTS

It is the City's policy to pay its Grantee invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, Grantees shall execute the City's standard ACH Vendor Payment Authorization Agreement which is available on the City's website at:

<http://www.portlandonline.com/omf/index.cfm?c=26606&a=409834>.

Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into vendor accounts with financial institutions. All payments shall be in United States currency.

7. BUSINESS COMPLIANCE

The successful Proposer(s) must be in compliance with the laws regarding conducting business in the City of Portland before an award may be made. The Proposer shall be responsible for the following:

Certification as an EEO Affirmative Action Employer

The successful Proposer(s) must be certified as Equal Employment Opportunity Employers as prescribed by Chapter 3.100 of the Code of the City of Portland prior to contract award. Details of certification requirements are available from Procurement Services, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: <http://www.portlandonline.com>. To apply for certification go to our website at: <http://procure.portlandoregon.gov>

Non-Discrimination in Employee Benefits (Equal Benefits)

The successful Proposer(s) must be in compliance with the City's Equal Benefits Program as prescribed by Chapter 3.100 of the Code of the City of Portland prior to contract award. Details of compliance requirements are available from Procurement Services, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: www.portlandonline.com. To apply for certification go to our website at:

<http://procure.portlandoregon.gov>

Business Tax Registration

The successful Proposer(s) must be in compliance with the City of Portland Business Tax registration requirements as prescribed by Chapter 7.02 of the Code of the City of Portland prior to contract award. Details of compliance requirements are available from the Revenue D Tax Division, 111 SW Columbia Street, Suite 600, Portland, Oregon 97201, (503) 823-5157, website:

<http://www.portlandonline.com/omf/index.cfm?c=29320>

8. INSURANCE

The successful Proposer(s) shall obtain and maintain in full force, and at its own expense, throughout the duration of the contract and any warranty or extension periods, the required insurances identified below. The City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of the contract. Successful Proposer shall be able to provide evidence that any or all subgrantees performing work or providing goods or services under the contract have the same types and amounts of insurance coverage as required herein or that the subgrantee is included under the Successful Proposers policy.

Workers' Compensation Insurance: Successful Proposer shall comply with the workers' compensation law, ORS Chapter 656 and as it may be amended. Unless exempt under ORS Chapter 656, The Successful Proposer and any/all subgrantees shall maintain coverage for all subject workers for the entire term of the contract including any contract extensions.

Commercial General Liability Insurance: Successful Proposer shall have Commercial General Liability (CGL) insurance covering bodily injury, personal injury, property damage, including coverage for independent successful Proposer's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.

Automobile Liability Insurance: Successful Proposer shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident, and an umbrella or excess liability coverage of \$2,000,000. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.

Additional Insurance: Any insurance required by Federal Law or State Statute or City Code; such as Bailees Insurance, Maritime Coverage, or other coverage(s).

Additional Insured: The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the Successful Proposer's activities to be performed, or products or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

Continuous Coverage; Notice of Cancellation: The Successful Proposer agrees to maintain continuous, uninterrupted coverage for the duration of the Contract. There shall be no termination, cancellation, material change, potential exhaustion of

aggregate limits or non-renewal of coverage without thirty (30) days written notice from Successful Proposer to the City. If the insurance is canceled or terminated prior to completion of the Contract, Successful Proposer shall immediately notify the City and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of Contract and shall be grounds for immediate termination of this Contract.

Certificate(s) of Insurance: Successful Proposer shall provide proof of insurance through acceptable certificate(s) of insurance and additional insured endorsement forms(s) to the City prior to the award of the Contract if required by the procurement documents (e.g., request for proposal), or at execution of Contract and prior to any commencement of work or delivery of goods or services under the Contract. The Certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The insurance coverage required under this Contract shall be obtained from insurance companies acceptable to the City of Portland. The Successful Proposer shall pay for all deductibles and premium. The City reserves the right to require, at any time, complete, certified copies of required insurance policies, including endorsements evidencing the coverage required.

SECTION C

PROJECT PROVISIONS

1. SAMPLE GRANT AGREEMENT

The City's Model Grant Agreement will be negotiated and executed with the successful Proposer. It is posted at <http://www.portlandoregon.gov/brfs/31499> - see file labeled "Grants Agreement > \$5,000."

PART II

PROPOSAL PREPARATION AND SUBMITTAL

SECTION A

PRE-SUBMITTAL MEETING/CLARIFICATION

1. PRE-SUBMITTAL MEETING

This is a **non-mandatory** meeting; therefore proposal submission will not be contingent upon attendance at this meeting.

- Monday, October 19, 6:00 PM to 8:00 PM, Immigrant Refugee Community Organization (IRCO), 10301 NE Glisan St., Auditorium. Trimet buses #15, #25 and near Gateway Transit Center.
- Tuesday, October 20, 6 :00 PM to 8 :00 PM, Center for Intercultural Organizing (CIO), 700 N. Killingsworth. Trimet buses #4, #72.

To help ensure equal access for these meetings ONI will provide language translation and/or interpretation, reasonably modify policies/procedures and provide auxiliary aids/services/alternative formats to persons with disabilities. For accommodations, translations, and additional information, call the Office of Neighborhood Involvement (503-823-5827), use City TTY 503-823-6868, or use Oregon Relay Service: 711.

2. RFP CLARIFICATION

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email or fax, to the person listed below. **The deadline for submitting such questions/clarifications is 7 days prior to the proposal due date.** An addendum will be issued no later than 72 hours prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

Jeri Jimenez, Diversity and Civic Leadership Program Coordinator
City of Portland
Office of Neighborhood Involvement
Attn: Jeri Jimenez
1221 SW 4th Ave., Room 110
Portland, OR 97204

Phone: (503) 823-5827
Fax: (503) 823-3050
Email: Jeri.jimenez@portlandoregon.gov

SECTION B

PROPOSAL SUBMISSION

1. PROPOSALS DUE

Sealed proposals must be received no later than the date and time, and at the location, specified on the cover of this solicitation. The outside of the envelope shall plainly identify the subject of the proposal, the RFP number, and the name and address of the Proposer. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and at the location specified. Proposals received after the specified closing date and/or time shall not be considered and will be returned to the Proposer unopened. The City shall not be responsible for the proper identification and handling of any proposals submitted to an incorrect location.

2. PROPOSAL

Proposals must be clear, succinct and **not exceed 12 pages**. Section dividers, title page, table of contents, and the cover letter do not count in the overall page count of the proposal. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

All submittals will be evaluated on the completeness and quality of the content. Only

those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

- 3. PROPOSAL SUBMISSION** For purposes of this proposal submission, the proposer shall submit: one (1) original printed copy, (9) additional printed copies, and one (1) MS Word format copy on CD disk or flash drive.

REDACTION FOR PUBLIC RECORDS:

Unless expressly provided otherwise in this RFP or in a separate written communication, the City does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law. The City agrees not to disclose proposals until the City has completed its evaluation of all proposals and publicly announces the results.

Please refer to the GENERAL INSTRUCTIONS AND CONDITIONS for more information about confidential information within public records.

- 4. COST OF RESPONDING** All costs incurred by the Proposer in preparation of proposals to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the Proposer; the City shall not be liable for any of these costs. At no time will the City provide reimbursement for submission of a proposal unless so stated herein.

- 5. ORGANIZATION OF PROPOSAL** Proposers must provide all information as requested in this Request for Proposal (RFP). Proposals must follow the format outlined in this RFP. Additional materials in other formats or pages beyond the stated page limit(s) may not be considered. The City may reject as non-responsive, at its sole discretion, any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposals shall be organized in the following manner:

1. Cover Letter
2. Project Team
3. Proposer's Capabilities
4. Project Approach and Understanding
5. Organizational Responsibility
6. Proposed Cost
7. Supporting Information (if needed)

SECTION C

EVALUATION CRITERIA

- 1. COVER LETTER** By Submitting a proposal, the Proposer is accepting the General Instructions and Conditions of this Request for Proposal (reference second page of the RFP), the stated insurance coverage and limitations, and the Standard Provisions of Model Grant Agreement. Any exceptions to the requirements or requests for waivers **MUST** be included in the proposal Cover Letter or they will not be considered.

The Cover Letter must include the following:

1. The grant title " Diversity and Civic Leadership Organizing Project."
2. Your organization's full legal name.
3. Name(s) of the person(s) authorized to represent the Proposer in any negotiations
4. Name(s) of the person(s) authorized to sign any grant agreement that may result
5. Representative's mailing address, phone, fax, and email address
6. A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.

If your firm currently has a City of Portland Business Tax Registration number, is in

compliance with the Equal Benefits Program, and is EEO certified, include in the Cover Letter your firm's Business Tax Registration number, a statement that your firm's Equal Benefits Application has been approved, and your Equal Employment Opportunity (EEO) expiration date.

2. PROJECT TEAM

Please provide the following:

1) Mission and Experience

- a) Organization's mission, commitment and strengths with regard to how they match the goals of this project;
- b) Describe your organizational philosophy and experience with respect to community organizing, organizational development, communication structures and leadership development.

2) Organization and Staff Qualifications and Experience

- a) Describe the Proposer's key accomplishments and impact on the community over the past (3) years highlighting successes in community organizing, organizational development, communication structures and leadership development;
- b) Describe the experience of the Proposer building coalitions and partnerships with a diverse range of underrepresented community-based organizations and neighborhood-based organizations;
- c) Names of project manager and any other key staff or volunteers who will be performing the work on this project, and:
 - i) Their responsibilities on this project
 - ii) The extent of the project manager's responsibilities and involvement
 - iii) Project manager's experience with similar projects.

3. PROPOSER'S CAPABILITIES

The City of Portland's Office of Neighborhood Involvement (ONI) is seeking proposals from community-based non-profits, hereafter called "Proposer", with demonstrated experience in community organizing, organizational development, leadership development, and communications with intentional focus on improving the livability and sense of community within communities of color, immigrant and refugee communities.

This section relates to the Proposer's capabilities and resources to effectively and responsibly manage this project. This section should describe:

- 1) Similar projects performed within the last three (3) years, which best characterize Proposer's capabilities, effectiveness, work quality and cost control;
- 2) Proposer's resources available to perform the work for the duration of the project.
- 3) Evidence your organization is providing community engagement services to communities not already served or inadequately served by existing DCL program grantees.

4. PROJECT APPROACH AND UNDERSTANDING

Proposer shall submit two work plans including:

- 1) Six month work plan for time period of January 1, 2016 through June 30, 2016.
- 2) Longer-term full year-long work plan outlining what your fully functioning strategy

would look like for fiscal year FY 2016-17 from July 1, 2016 through June 30, 2017. Again, funding is contingent on Council approval beyond FY 15-16.

This section needs to describe the methodology used to accomplish each of the following project components listed below; a timeline for implementing the various components, and a description of successes (outcomes) that will result from each component listed below. Also describe your case for how your proposal provides for such community engagement services to communities not already or inadequately served by existing DCL program grantees.

1) INCREASE THE NUMBER AND DIVERSITY OF PEOPLE INVOLVED IN THEIR COMMUNITIES

- a) Increasing the power and voice of under-engaged people. Describe your strategy for creating leadership training opportunities for people of color, immigrants and refugees using culturally appropriate models.
- b) Engage the full diversity of our communities by addressing common barriers to participation. Describe your strategy for identifying best practices and implementing appropriate strategies to:
 - i) Making opportunities for participating more worthwhile, rewarding and effective;
 - ii) Making meetings and events welcoming and accessible to all; and/or,
 - iii) Overcoming logistical barriers to participation.
- c) Promote effective communication to keep the community informed about issues, opportunities for involvement, and ways to plug in. Describe your strategy for:
 - i) Facilitating communication and information sharing through print newsletters, flyers, list-serves, e-newsletters, and web communications;
 - ii) Promoting dialogue and communication through new technologies; and/or,
 - iii) Promoting culturally appropriate direct outreach and communication strategies.

2) STRENGTHEN COMMUNITY CAPACITY

- a) Foster social ties and a sense of community identity. Describe your strategy for identifying best practices and providing training and support to implement appropriate strategies, such as:
 - i) Community building via block parties, community and multi-cultural fairs and festivals, and/or face-to-face relationship building to foster mutual understanding, and/or,
 - ii) Publicizing community identities and assets.
- b) Support the community's capacity to take action to move forward its priorities. Describe your strategy for how you would plan to:
 - i) Provide targeted staff support to communities experiencing a high degree of development pressure or other major changes.
- c) Foster networking and collaboration between diversity and civic leadership Organizing project organizations, neighborhood and other community-based organizations and interest groups. Describe your strategy for how you will:
 - i) Promote opportunities for communities and neighborhoods to come

together through citywide assemblies that bring together a wide range of people and organizations to network, share information and best practices, discuss issues, identify common concerns and desires, and deliberate over citywide policy and planning priorities;

- ii) Promote collaboration between organizations by fostering partnerships as well as issue- and project-based collaborations among different groups; and/or,
- iii) Bring together different communities and interests to build shared understanding foster local and citywide dialogue on controversial and divisive issues; facilitate “study circles” and listening sessions to build shared understanding as well as provide mediation and conflict resolution as needed.

3) INCREASING COMMUNITY IMPACT ON PUBLIC DECISIONS

- a) Making public decision-making more responsive and accountable to community input. Describe your strategy for how you will:
 - i) (ONI Programs) Work strategically and collaboratively with ONI in the development of ONI policy, budget, and program management and collaborate with ONI programs, including, but not limited to specific actions listed with each program below.
 - (1) Participation on ONI BAC. Have a minimum of one representative participate on the ONI Bureau/Budget Advisory Committee and future discussions on inclusion of DCL program partner organizations in the ONI Standards.
 - (2) Participation on other ONI committees. Is encouraged to recruit a representative on other ONI related policy and advisory committees.
 - (3) Collaboration with ONI programs. Help publicize program meetings, events, and workshops, make community members aware of available program services, and engage in limited collaboration with ONI programs, including, Neighborhood Program and neighborhood District Coalitions, Diversity and Civic Leadership Program, Crime Prevention Program, Disability Program, New Portlanders Program, Youth Program, Public Involvement Best Practices Program, Liquor Licensing Program, Graffiti Abatement Program, Noise Control Program, Marijuana Policy Program, Elders in Action, and Resolutions NW.
 - ii) Develop a strategy for engaging with City bureaus and elected officials on public involvement, budget, policy and planning efforts most appropriate to your constituency including, but not limited to:
 - (1) Collaborations and partnerships with City bureaus and elected officials on topics of interest to your constituents,
 - (2) Organizing constituents to meet with City elected officials and agencies on topics of interest to your constituents,
 - (3) Recruitment efforts to get more community members to apply and serve on City advisory committees, boards and commissions, and various public involvement opportunities,
 - (4) Listing City public involvement opportunities in your organizational communications including but not limited to public comment opportunities, meetings, events, workshops, and making community members aware of available program services.

5. ORGANIZATIONAL RESPONSIBILITY

Through the adoption of The Portland Plan and the Social Equity Contracting Strategy the Portland City Council has shown its commitment to contracting with socially responsible businesses and organizations. All proposers shall address the following in

their proposals:

1) Workforce Diversity

- a) Describe your organization's workforce demographics and any measurable steps taken to ensure a diverse internal workforce (e.g., women, people of color, immigrants and refugees, people with disabilities).
- b) How do you approach internal on the job training, mentoring, technical training, and/or professional development opportunities for women and people of color?

2) Leadership Diversity

- a) Describe your organization's volunteer leadership demographics including board of directors and volunteers and any measurable steps taken to ensure diverse volunteer participation.
- b) How do you approach volunteer development including recruitment, orientation, mentorship, and evaluation?

3) Accessibility

- a) All City grantees and contractors need to comply with the Americans with Disabilities Act (ADA) and Civil Rights Title VI. Describe your organization's efforts to comply with these rules. To learn more about the City of Portland's Title VI Civil Rights and Title II ADA programs please go to: <https://www.portlandoregon.gov/oehr/66458>
 - i) Summary of Title VI Civil Rights: All Portlanders are entitled to have equal access to the services, benefits and programs of the City of Portland. The City will make every effort to ensure nondiscrimination in all of its programs activities.
 - ii) Summary of Title II ADA: The Title II of the ADA prohibits all state and local governments from discriminating on the basis of disability, but moreover, its goal is to promote equal access and full participation.

4) Preference for serving communities not already or inadequately served

DCL program partner organization grantees provide community engagement services primarily benefiting African-American, Latino, Native American, and immigrant and refugee communities including, but not limited to, African, Slavic, Asian and Pacific Islander, and pan-immigrant/refugee communities. Preference will be given to proposals for such civic engagement services to communities not already or inadequately being served by existing grantee organizations.

6. PROPOSED COST

The proposal shall include the Proposer's true estimated cost or fixed-price estimate for the proposed project approach irrespective of the City's anticipated cost. Additionally, provide a line item budget for the proposed project.

PART III

PROPOSAL EVALUATION

SECTION A

PROPOSAL REVIEW AND SELECTION

1. EVALUATION CRITERIA

A Selection Review Committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each Committee member will evaluate each proposal in accordance with the criteria listed in Part II, Section C. The Committee may seek the assistance of outside expertise, including, but not limited to, technical advisors.

The choice of how to proceed, decisions to begin or terminate negotiations, determination of a reasonable time, decisions to open negotiations with a lower scoring Proposer, and any decision that a solicitation should be cancelled are all within the sole discretion of the City.

The proposal evaluation process consists of a series of Evaluation Levels that will lead to the identification of a finalist. Each proposal response will be evaluated in accordance with the following evaluation criteria:

Evaluation Level #1 – Written Scoring: Responses meeting the mandatory and responsiveness requirements will be further evaluated as part of Evaluation Level #1. One hundred possible points are available at Level #1. This step consists of a detailed review of the responses as follows:

Level #1 Evaluation Criteria	
Criteria	Maximum Level #1 Score
1. COVER LETTER	REQUIRED
2. PROJECT TEAM	10
3. PROPOSER'S CAPABILITIES	20
4. PROJECT APPROACH	30
5. ORGANIZATIONAL RESPONSIBILITY	30
6. PROPOSED COST	10
TOTAL:	100

Evaluation Level #2 – Oral Scoring: If oral interviews or presentations are determined to be necessary, this next step will consist of oral presentations and further clarification of the Proposer's response. The number of proposals on the "short list" depends on whether the Committee believes such proposals have a reasonable chance of leading to the award of a contract. Proposers invited to participate in Evaluation Level #2 will be given additional information regarding the City's desired content a reasonable time before the scheduled Evaluation Level #2 oral interviews/presentations are held. The scoring of the Level #2 will be as follows:

Level #2 Evaluation Criteria	
Criteria	Maximum Level #2 Score
1. COVER LETTER	REQUIRED
2. PROJECT TEAM	10
3. PROPOSER'S CAPABILITIES	20
4. PROJECT APPROACH	30
5. ORGANIZATIONAL	30

RESPONSIBILITY - Workforce Diversity & Community Involvement	
6. PROPOSED COST	10
TOTAL:	100

All communications shall be through the contact(s) referenced in Part II, Section A.2 of the RFP. At the City's sole discretion, communications with members of the evaluation committee, other City staff, or elected City officials for the purpose of unfairly influencing the outcome of this RFP may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

The City has the right to reject any or all proposals for good cause in the public interest, and ONI's bureau director may waive any evaluation irregularities that have no material effect on upholding a fair and impartial evaluation selection process.

NOTE: In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subgrantees or subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

2. SCORING PROCESS

For Evaluation Level #1, the sum of all points earned by a Proposer from all proposal evaluators will be the Total Overall Score for Level #1. The Evaluation Committee may focus on only a limited number of proposals by developing a "short list" to move on to Evaluation Level #2 based on the scores from the written proposals or may proceed directly to contract negotiation and award.

If Proposers move to Evaluation Level #2, then the proposal scores from Level #1 will not be used during the oral interview/presentation process and will be scored based on the Level #2 criteria alone. Following completion of the Evaluation Level #2 scoring, each Proposer's Evaluation Level #2 score will be added to their Evaluation Level #1 score to determine their Total Overall Score. The highest scoring proposal, based on their Total Overall Score, may be identified as the Finalist.

3. CLARIFYING PROPOSAL DURING EVALUATION

At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

SECTION B

GRANT AWARD

1. GRANT SELECTION

Following the Evaluation Committee's final determination of the highest scored Proposer, the City will issue a Notice of Intent to Negotiate and Award and begin grant negotiations. The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached.

The selection of the Finalist shall be based on negotiated costs and conformance to the City's terms and conditions. Negotiations will follow with the Finalist, and if successful, the Grantee and City will enter into a service contract for the work. If the

contract with the Finalist cannot be reached within a time period deemed reasonable to the City, the City may elevate any of the proposers that were identified on the short list.

2. GRANT DEVELOPMENT

The proposal and all responses provided by the successful Proposer may become a part of the final grant. Any information included as part of this agreement shall be a public record and not exempt from disclosure, including items redacted from the proposal. The form of agreement shall be the City's model grant agreement.

For grant agreements over \$ 5,000, the evaluation committee's recommendation for award will be submitted to the Portland City Council for approval.

3. REVIEW

REVIEW:

Following the Notice of Intent to Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret or confidential and meeting the requirements of ORS 192.501, 192.502 and/or ORS 646.461 et seq., will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.